



CITY AND COUNTY OF DENVER

Career Service Authority
201 W Colfax Ave, Dept 412, Wellington E. Webb
Municipal Office Building
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Emergency Management Operations Specialist (Emerg Mgmt Coordinator)**

An Equal Opportunity Employer

SALARY

\$46,440.00 - \$74,088.00 Annually

OPENING DATE: 07/27/06

CLOSING DATE: 08/18/06

THE POSITION

The Denver Office of Emergency Management is seeking an Operations Specialist to perform full performance professional level emergency management work coordinating and implementing emergency operations plans and operating procedures with all City Departments that have a roll in an emergency event including agencies that would respond from outside the City and County of Denver.

JOB RESPONSIBILITIES

This position will be responsible for coordinating with all city departments and private/public organizations that have operational roles in emergency situations for the purpose of developing multi-agency approaches to emergency management planning, gathering, analyzing, and distributing information concerning natural and man-made emergencies/disasters, and coordinating multiple agencies during emergencies and/or exercises. This position is responsible for maintaining close communication with designated liaisons, establishing, managing and supervising an Operations Section upon opening of the Emergency Operations Center (EOC), and as the Operations Section Chief has the responsibility of close coordination of all City and County resources deployed to the field in response to an event, maintaining the functionality of the EOC, maintaining the EOC rosters, establishing and maintaining SOPs for operating the EOC, and training and exercising designated EOC staff.

MINIMUM QUALIFICATIONS

Requires a Baccalaureate degree in Emergency Management, Business Administration, Public Administration, or related field plus three years of professional experience in gathering, analyzing, and distributing information concerning natural and man-made emergencies/disasters; coordinating multiple agencies during emergencies and exercises; implementing NIMS/ICS; working in an Emergency Operations Center; conducting risk and threat assessments; and utilizing emergency warning systems. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

The ideal candidate will also have experience in Emergency Management or a first responder discipline and basic knowledge of GIS applications.

ADDITIONAL INFORMATION To be considered for this position qualified candidates must apply on-line at www.denvergov.org/jobs . 100% Supplemental Exam

RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #00232 EMERGENCY MANAGEMENT OPERATIONS
SPECIALIST (EMERG MGMT COORDINATOR)

